

UNCLASSIFIED

Commander, Navy Recruiting Command

NAVY RECRUITING MANUAL-OFFICER

Prepared for:

COMNAVCRUITCOM Staff and Personnel

Commander, Navy Recruiting Command Point-of-Contact:

Policy and Programs Division (N35)
5722 Integrity Drive
Millington, TN 38054

Telephone/DSN: 882-9188
Telephone/Commercial: (901) 874-9188

Distribution limited to Department of the Navy, Navy Recruiting Command personnel and authorized representatives. Additional copies of this document can be obtained from the COMNAVCRUITCOM website at:
www/cnrc.navy.mil/publications.

Prepared by:

Policy and Programs Division
Operations Department
Navy Recruiting Command

UNCLASSIFIED

[illegible]

LIST OF EFFECTIVE PAGES					
PAGE #	CHANGE #	PAGE #	CHANGE #	PAGE #	CHANGE #
i	1	1-3-2	0	1-7-10	0
ii	1	1-3-3	0	1-7-11	0
iii	1	1-3-4	0	1-7-12	0
iv	1	1-3-5	0	1-7-13	0
v	1	1-3-6	0	1-7-14	0
vi	1	1-3-7	0	1-7-15	0
vii	1	1-3-8	0	1-7-16	0
viii	1	1-3-9	0		
ix	1	1-3-10	0	1-8-1	0
		1-3-11	0	1-8-2	0
TOC 1	1	1-3-12	0	1-8-3	0
TOC 2	1	1-3-13	0	1-8-4	0
TOC 3	1	1-3-14	0	1-8-5	0
TOC 4	1			1-8-6	0
TOC 5	1	1-4-1	0	1-8-7	0
TOC 6	1	1-4-2	0	1-8-8	0
TOC 7	1	1-4-3	0	1-8-9	0
TOC 8	1	1-4-4	0	1-8-10	0
TOC 9	1	1-4-5	0	1-8-11	0
TOC 10	1	1-4-6	0	1-8-12	0
TOC 11	1	1-4-7	0		
TOC 12	1	1-4-8	0	2-1-1	0
TOC 13	1			2-1-2	0
TOC 14	1	1-5-1	0	2-1-3	0
TOC 15	1	1-5-2	0	2-1-4	0
TOC 16	1	1-5-3	0	2-1-5	0
TOC 17	1	1-5-4	0	2-1-6	0
TOC 18	1			2-1-7	0
TOC 19	1	1-6-1	0	2-1-8	0
TOC 20	1	1-6-2	0	2-1-9	0
		1-6-3	0	2-1-10	0
1-1-1	0	1-6-4	0		
1-1-2	0			2-2-1	0
1-1-3	0	1-7-1	0	2-2-2	0
1-1-4	0	1-7-2	0	2-2-3	0
		1-7-3	0	2-2-4	0
1-2-1	0	1-7-4	0		
1-2-2	0	1-7-5	0	2-3-1	0
1-2-3	0	1-7-6	0	2-3-2	0
1-2-4	0	1-7-7	0		
		1-7-8	0	2-4-1	0
1-3-1	0	1-7-9	0	2-4-2	0

LIST OF EFFECTIVE PAGES					
PAGE #	CHANGE #	PAGE #	CHANGE #	PAGE #	CHANGE #
2-5-1	0	2-9-5	0	3-1-2	0
2-5-2	0	2-9-6	0		
2-5-3	0	2-9-7	0	3-2-1	0
2-5-4	0	2-9-8	0	3-2-2	0
		2-9-9	0		
2-6-1	0	2-9-10	0	3-3-1	0
2-6-2	0			3-3-2	0
2-6-3	0	2-10-1	0	3-3-3	0
2-6-4	0	2-10-2	0	3-3-4	0
		2-10-3	0	3-3-5	0
2-7-1	0	2-10-4	0	3-3-6	0
2-7-2	0	2-10-5	0	3-3-7	0
2-7-3	0	2-10-6	0	3-3-8	0
2-7-4	0	2-10-7	0		
2-7-5	0	2-10-8	1	3-4-1	0
2-7-6	0	2-10-9	1	3-4-2	0
		2-10-10	1	3-4-3	0
2-8-1	0	2-10-11	1	3-4-4	0
2-8-2	1	2-10-12	1		
2-8-3	1	2-10-13	1	3-5-1	0
2-8-4	1	2-10-14	1	3-5-2	0
2-8-5	1	2-10-15	1	3-5-3	0
2-8-6	1	2-10-16	1	3-5-4	0
2-8-7	1	2-10-17	1		
2-8-8	1	2-10-18	1	3-6-1	0
2-8-9	1	2-10-19	1	3-6-2	0
2-8-10	1	2-10-20	1		
2-8-11	1	2-10-21	1	4-1-1	0
2-8-12	1	2-10-22	1	4-1-2	0
2-8-13	1			4-1-3	0
2-8-14	1	2-11-1	0	4-1-4	0
2-8-15	1	2-11-2	0	4-1-5	0
2-8-16	1	2-11-3	0	4-1-6	0
2-8-17	1	2-11-4	0	4-1-7	0
2-8-18	1	2-11-5	0	4-1-8	0
2-8-19	0	2-11-6	0	4-1-9	0
2-8-20	0	2-11-7	0	4-1-10	0
		2-11-8	0		
2-9-1	0	2-11-9	0	4-2-1	0
2-9-2	0	2-11-10	0	4-2-2	0
2-9-3	0			4-2-3	0
2-9-4	0	3-1-1	0	4-2-4	0

LIST OF EFFECTIVE PAGES					
PAGE #	CHANGE #	PAGE #	CHANGE #	PAGE #	CHANGE #
4-2-5	0	4-7-4	0	4-13-2	0
4-2-6	0			4-13-3	0
4-2-7	0	4-8-1	1	4-13-4	0
4-2-8	0	4-8-2	1		
4-2-9	0	4-8-3	1	5-1-1	0
4-2-10	0	4-8-4	1	5-1-2	0
		4-8-5	1	5-1-3	0
4-3-1	0	4-8-6	1	5-1-4	0
4-3-2	1	4-8-7	1	5-1-5	0
4-3-3	1	4-8-8	1	5-1-6	0
4-3-4	1			5-1-7	0
4-3-5	1	4-9-1	1	5-1-8	0
4-3-6	1	4-9-2	1		
4-3-7	1	4-9-3	1	5-2-1	0
4-3-8	1	4-9-4	1	5-2-2	0
4-3-9	1	4-9-5	1	5-2-3	0
4-3-10	1	4-9-6	1	5-2-4	0
4-3-11	1	4-9-7	1	5-2-5	0
4-3-12	1	4-9-8	1	5-2-6	0
4-3-13	1	4-9-9	1	5-2-7	0
4-3-14	1	4-9-10	1	5-2-8	0
4-3-15	1	4-9-11	1	5-2-9	0
4-3-16	1	4-9-12	1	5-2-10	0
		4-9-13	1		
4-4-1	0	4-9-14	1	5-3-1	0
4-4-2	0	4-9-15	1	5-3-2	0
4-4-3	0	4-9-16	1	5-3-3	0
4-4-4	0			5-3-4	0
4-4-5	0	4-10-1	1		
4-4-6	0	4-10-2	1	5-4-1	0
		4-10-3	1	5-4-2	0
4-5-1	0	4-10-4	1	5-4-3	0
4-5-2	0			5-4-4	0
4-5-3	0	4-11-1	1	5-4-5	0
4-5-4	0	4-11-2	1	5-4-6	0
				5-4-7	0
4-6-1	0	4-12-1	1	5-4-8	0
4-6-2	0	4-12-2	1	5-4-9	0
		4-12-3	1	5-4-10	0
4-7-1	0	4-12-4	1	5-4-11	0
4-7-2	0			5-4-12	0
4-7-3	0	4-13-1	1		
			0		

LIST OF EFFECTIVE PAGES					
PAGE #	CHANGE #	PAGE #	CHANGE #	PAGE #	CHANGE #
5-5-1	0	6-5-6	0	8-1-6	0
5-5-2	0	6-5-7	0	8-1-7	0
5-5-3	0	6-5-8	0	8-1-8	0
5-5-4	0	6-5-9	0	8-1-9	0
		6-5-10	0	8-1-10	0
6-1-1	0	6-5-11	0	8-1-11	0
6-1-2	0	6-5-12	0	8-1-12	0
6-1-3	0	6-5-13	0	8-1-13	0
6-1-4	0	6-5-14	0	8-1-14	0
6-1-5	0				
6-1-6	0	7-1-1	0	8-2-1	0
6-1-7	0	7-1-2	1	8-2-2	0
6-1-8	0			8-2-3	0
		7-2-1	0	8-2-4	0
6-2-1	0	7-2-2	0	8-2-5	0
6-2-2	0	7-2-3	0	8-2-6	0
6-2-3	0	7-2-4	0		
6-2-4	0	7-2-5	0	8-3-1	0
6-2-5	0	7-2-6	0	8-3-2	0
6-2-6	0	7-2-7	0	8-3-3	0
6-2-7	0	7-2-8	0	8-3-4	0
6-2-8	0	7-2-9	0		
6-2-9	0	7-2-10	0	8-4-1	0
6-2-10	0	7-2-11	0	8-4-2	0
6-2-11	0	7-2-12	0	8-4-3	0
6-2-12	0	7-2-13	0	8-4-4	0
		7-2-14	0		
6-3-1	0			8-5-1	1
6-3-2	0	7-3-1	1	8-5-2	1
6-3-3	0	7-3-2	0	8-5-3	0
6-3-4	0			8-5-4	0
		7-4-1	0		
6-4-1	0	7-4-2	0	8-6-1	0
6-4-2	0			8-6-2	0
6-4-3	0	7-5-1	0	8-6-3	0
6-4-4	0	7-5-2	0	8-6-4	0
				8-6-5	0
6-5-1	0	8-1-1	0		
6-5-2	0	8-1-2	0	8-7-1	0
6-5-3	0	8-1-3	0	8-7-2	0
6-5-4	0	8-1-4	0		
6-5-5		8-1-5	0	9-1-1	0

LIST OF EFFECTIVE PAGES					
PAGE #	CHANGE #	PAGE #	CHANGE #	PAGE #	CHANGE #
9-1-2	0				
9-1-3	0				
9-1-4	0				
9-2-1	0				
9-2-2	0				
9-3-1	1				
9-3-2	1				
9-4-1	0				
9-4-2	0				
9-5-1	0				
9-5-2	0				

INTRODUCTION

000001. AUTHORITY. The Secretary of the Navy approved the establishment of the Navy Recruiting Command, Washington, D. C., effective 06 April 1971. The Secretary of the Navy approved the establishment of the Navy Reserve Recruiting Command, effective 16 February 1989. Navy Recruiting Command and Navy Reserve Recruiting Command consolidated on 1 October 2002, and are known as Navy Recruiting Command.

000002. PURPOSE. This manual is issued to promulgate policies and procedures for the guidance of personnel assigned to duties involving the procurement of Navy Officers, to establish the criteria for enlistment in officer candidate programs, to establish procedures governing the processing of applicants, and to summarize recruiting support programs to be used in accomplishing the Active and Reserve Component officer recruiting mission.

000003. STATUS

a. The policies and procedures in this manual apply to Navy Recruiting Headquarters, subordinate recruiting and training commands, field commanders, staff and personnel who are authorized to recruit for the U.S. Navy.

b. Any deviation from the instructions in this manual must be authorized by Commander, Navy Recruiting Command.

000004. RESPONSIBILITY. The Commander, Navy Recruiting Command is responsible for the accuracy, currency, modification, and distribution of this Manual. NAVCRUITCOM staff and field commanders are responsible for the timely entry of changes and the physical maintenance of copies of this manual.

000005. ORGANIZATION

a. This manual is organized into chapters identified by an Arabic numeral as listed in the overall contents.

b. Paragraph numbering is based on six digits. The first two digits indicate the chapter; the next two digits, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 010302d.(2)(d) refers to chapter 1, section 3, general major paragraph number 02, subparagraph d.(2)(d).

c. Pages are numbered by chapter and section, e.g., the fifth page of Chapter 1, Section 3 is shown as:

Chapter 1	Section 3	5
-----------	-----------	---

000006. CHANGES. NAVCRUITCOM will publish changes to this manual as required. Such changes are numbered consecutively. Record receipt and entry of such changes on the page provided for that purpose. Paragraphs and text that have been revised or added as a result of a change will appear highlighted.

000007. RECRUITING FORMS AND DOCUMENTS. Forms and documents necessary for the processing of Navy applicants for Active and Reserve Component enlistment/commissioning that do not appear in this manual can be located on the NAVCRUITCOM Quarterdeck Website at <http://www.cnrc.navy.mil/publications/directives.htm>.

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
	INTRODUCTION	
000001	AUTHORITY	viii
000002	PURPOSE	viii
000003	STATUS	viii
000004	RESPONSIBILITY	viii
000005	ORGANIZATION	viii
000006	CHANGES	ix
000007	RECRUITING FORMS AND DOCUMENTS	ix
	CHAPTER 1	
	OFFICER RECRUITING LEADERSHIP AND MANAGEMENT	
	SECTION 1 - CHANGES TO COMNAVCRUITCOMINST 1131.2 AND DISTRIBUTION	
010101	COMNAVCRUITCOMINST 1131.2 RECOMMENDED CHANGES	1
010102	AUTHORITY FOR ISSUANCE	1
010103	DISTRIBUTION	2
	SECTION 2 - PUNITIVE APPLICATIONS OF COMNAVCRUITCOMINST 1131.2	
010201	CONTENT	1
010202	AUTHORITY OF MANUAL	1
010203	ERRONEOUS/FRAUDULENT ENLISTMENT/COMMISSIONING	1
	SECTION 3 - DUTIES AND RESPONSIBILITIES OF RECRUITING STAFF	
010301	INTRODUCTION	1
010302	REGION OFFICER PROGRAMS OFFICER (ROPO)	1
010303	CHAPLAIN CORPS PROGRAM RECRUITER (CCPR)	1
010304	RECRUITER OPERATIONS OFFICER (R-OPS) FUNCTION	1
010305	RECRUITER OPERATIONS OFFICER (R-OPS) RESPONSIBILITIES	5
010306	OFFICER RECRUITER (OR) FUNCTION	6
010307	OFFICER RECRUITER (OR) RESPONSIBILITIES	7
010308	OFFICER PROCESSOR (OP) AND OFFICER PROCESSOR LEAD (OPL) FUNCTIONS	8
010309	OP AND OPL RESPONSIBILITIES	8
010310	ADDITIONAL DUTIES OF THE OPL	11
010311	DIRECTOR, OFFICER PROCESSING & COLLEGIATE MANAGEMENT DIVISION (N315)	12

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
SECTION 4 - MILITARY CONDUCT ON RECRUITING DUTY	
010401 INTRODUCTION	1
010402 ACCEPTANCE FOR ENLISTMENT AND COMMISSIONING	1
010403 RECRUITER AWARENESS	1
010404 RECRUITING ETHICS	1
010405 CONDUCT WITH APPLICANTS	4
010406 CONCEALING APPLICANT INFORMATION	5
010407 NON-SOLICITATION OF CERTAIN INDIVIDUALS	5
010408 SAFEGUARDING APPLICATION INFORMATION	6
010409 SENDING RECRUITMENT INFORMATION OR MATERIAL TO A FOREIGN COUNTRY	7
010410 UNIFORMS	7
010411 HOURS OF OPERATION, NAVY RECRUITING COMMAND	7
010412 INSPECTIONS	8
SECTION 5 - OPERATIONS	
010501 PURPOSE	1
010502 NAVY OFFICER RECRUITING STATION (NORS) SECURITY	1
010503 COMPUTERS	1
010504 PRIVACY ACT/FREEDOM OF INFORMATION ACT (PA/FOIA)	1
010505 COLLECTION OF PERSONAL INFORMATION FROM INDIVIDUALS	2
010506 OFFICER PROGRAMS DEPARTMENT ORGANIZATION	2
010507 OFFICE FILES	3
010508 VEHICLES	3
SECTION 6 - GENERAL INFORMATION	
010601 INITIAL APPOINTMENTS	1
010602 OFFICER DESIGNATORS	1
010603 OFFICER GRADE CODES	2
010604 NAVY OFFICER BILLET CLASSIFICATIONS	2
010605 SOLICITATION OF PRIVACY ACT INFORMATION	3
010606 DEFINITIONS	4
SECTION 7 - PROSPECTING	
010701 INTRODUCTION	1
010702 BASIC DEFINITIONS	1
010703 PRINCIPAL SOURCES OF LEADS/CONTACTS	2
010704 POACHING	5
010705 ADVERTISING AND LEADS RESPONSIBILITIES	6
010706 LEADS HANDLING	9

<u>TABLE OF CONTENTS</u>	
<u>ARTICLE</u>	<u>PAGE</u>
010707 SCHOOL CANVASSING PROGRAM	9
010708 CAMPUS DATA NOTEBOOKS (CDN)	14
010709 BLUEPRINTING	16
 SECTION 8 - MODES OF PROSPECTING	
010801 PURPOSE	1
010802 TELEPHONE	1
010803 REFERRALS	2
010804 ADVERTISING - LEADS	4
010805 MAILOUTS	5
010806 PERSONALLY DEVELOPED CONTACTS (PDC)	5
010807 TIME MANAGEMENT	6
010808 ANALYSIS OF PROSPECTING	7
 CHAPTER 2	
 BASIC ELIGIBILITY REQUIREMENTS	
 SECTION 1 - GENERAL	
020101 RECRUITER GUIDELINES	1
020102 CHARACTER	1
020103 ELIGIBILITY DETERMINATION AUTHORITY	2
020104 PREVIOUS DISENROLLMENT FROM PROGRAMS LEADING TO A COMMISSION	4
020105 SCREENING OF APPLICANTS	4
020106 marginally QUALIFIED PROSPECTS	4
020107 MAXIMUM AGE STATEMENT OF UNDERSTANDING	5
020108 VERIFICATION OF BIRTH/BIRTH CERTIFICATE	5
020109 DEPENDENCY STATUS	7
020110 SWIMMING REQUIREMENTS	8
 SECTION 2 - CITIZENSHIP	
020201 GENERAL	1
020202 EVIDENCE OF CITIZENSHIP	1
 SECTION 3 - SOCIAL SECURITY NUMBER REQUIREMENT	
020301 CRITERIA	1
020302 VERIFICATION	1
020303 WAIVERS	2

<u>ARTICLE</u>	<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
SECTION 4 - ENLISTMENT/COMMISSIONING NAME REQUIREMENT		
020401	ENLISTMENT/COMMISSIONING NAME	1
SECTION 5 - EDUCATION		
020501	EDUCATION CREDENTIALS	1
020502	LETTER OF ACCEPTANCE FOR STUDENT PROGRAMS	1
020503	LETTER OF GOOD STANDING	1
020504	TRANSCRIPTS	1
SECTION 6 - PROFESSIONAL QUALIFICATIONS		
020601	PROFESSIONAL SCHOOL ENTRANCE EXAM REPORT	1
020602	PROFESSIONAL CERTIFICATES/CERTIFICATION	1
020603	PROFESSIONAL INTERVIEWS	2
SECTION 7 - PHYSICAL REQUIREMENTS		
020701	ORTHODONTIA	1
020702	TATTOOS/BODY ART/BRANDS	1
SECTION 8 - MEDICAL DOCUMENTATION/PHYSICAL EXAMINATIONS		
020801	ACCOMPANYING OFFICER CANDIDATES TO THE MILITARY ENTRANCE PROCESSING STATION	1
020802	PHYSICAL STANDARDS	1
020803	APPLICANTS PRE-SHIPING PHYSICAL FITNESS ASSESSMENT (PFA) REQUIREMENTS	2
020804	EXAMINATION OF FEMALE APPLICANTS	2
020805	APPOINTMENT, ENLISTMENT, AND AFFILIATION PHYSICAL EXAMINATION	2
020806	HIV/SEROLOGICAL EXAMINATION REPORTS	7
020807	DRUG AND ALCOHOL TEST (DAT)	9
020808	MEDICAL CONSULTS	10
020809	CORRECTION OF MINOR PHYSICAL DEFECTS	11
020810	REQUIREMENTS FOR RE-EXAMINATION	11
020811	NOTIFICATION OF PHYSICAL STATUS	12
020812	COURTESY REVIEWS	12
020813	MEDICAL WAIVER PROCEDURES	13
020814	FLAG REVIEW PROCEDURES	18

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
SECTION 9 - DRUG AND ALCOHOL SCREENING REQUIREMENT	
020901 POLICY	1
020902 DEFINITIONS	2
020903 WAIVER CRITERIA FOR DRUG USE	5
020904 PREVIOUS OR CURRENT ALCOHOL ABUSE	7
SECTION 10 - MEDICAL DOCUMENTATION/PHYSICAL EXAMINATIONS	
021001 GENERAL	1
021002 DEFINITIONS	1
021003 DOCUMENTATION OF CONDUCT QUALIFICATION	6
021004 SELF ADMITTED CRIMES - NO POLICE RECORD	7
021005 IDENTIFIED MISCONDUCT OFFENSE(S)	7
021006 CIVIL RESTRAINT	9
021007 PENDING LAWSUITS AND COURT CASES	10
021008 SPECIAL PROVISIONS FOR APPLICANTS CHARGED WITH CRIMES INVOLVING PHYSICAL VIOLENCE	11
SECTION 11 - WAIVERS	
021101 GENERAL POLICY	1
021102 ELIGIBILITY FOR WAIVERS	1
021103 SPECIAL CONSIDERATIONS FOR CONDUCT AND MEDICAL WAIVERS	2
021104 WAIVER AUTHORITY LEVELS	6
021105 DOCUMENTATION OF WAIVER APPROVAL	7
CHAPTER 3	
OFFICER PROGRAMS	
SECTION 1 - OFFICER CANDIDATE SCHOOL (OCS) STUDENT PROGRAMS	
030101 BACCALAUREATE DEGREE COMPLETION PROGRAM (BDCP-XXXX7)	1
SECTION 2 - NUCLEAR OFFICER PROGRAMS	
030201 NUCLEAR PROPULSION OFFICER CANDIDATE (11701 OR 11601)	1
030202 NAVAL REACTORS ENGINEER (12201)	1
030203 NUCLEAR POWER INSTRUCTOR (12101)	1

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
030301 HEALTH SERVICES COLLEGIATE PROGRAM (HSCP)	1
030302 ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (HPSP) (1975X, 1985X, 1995X)	1
030303 FINANCIAL ASSISTANCE PROGRAM (FAP)	2
030304 NAVY NURSE CORPS ACTIVE DUTY ACCESSION BONUS PROGRAM	2
030305 DENTAL STUDENT PROGRAM (1925i)	2
030306 MEDICAL CORPS ACTIVE/RESERVE (2100/2105)	3
030307 DENTAL CORPS AND GENERAL PRACTICE RESIDENCY ACTIVE/RESERVE (2200/2205)	4
030308 MEDICAL SERVICE CORPS (MSC) (2300/2305)	5
030309 JUDGE ADVOCATE GENERAL CORPS ACTIVE/RESERVE (2500/2505)	6
030310 JUDGE ADVOCATE GENERAL CORPS STUDENT PROGRAM (1955)	6
030311 NURSE CORPS ACTIVE/RESERVE (2900/2905)	6
030312 NURSE CANDIDATE PROGRAM (29002)	8
 SECTION 4 - GENERAL OFFICER - OFFICER CANDIDATE SCHOOL (OCS) PROGRAMS (ACTIVE ONLY)	
030401 SURFACE WARFARE (1160)	1
030402 SPECIAL WARFARE (1180)	1
030403 SPECIAL OPERATIONS (1190)	1
030404 NAVAL FLIGHT OFFICER CANDIDATE (NFO) (1370)	1
030405 AVIATION OFFICER CANDIDATE (AOC) (1390)	1
030406 SURFACE WARFARE - ENGINEERING DUTY OFFICER OPTION (1460)	2
030407 AEROSPACE ENGINEERING DUTY (AVIATION MAINTENANCE) OFFICER (1520)	2
030408 SPECIAL DUTY (INTELLIGENCE) OFFICER (1630)	2
030409 SPECIAL DUTY (INFORMATION WARFARE) OFFICER (1640)	2
030410 SPECIAL DUTY (PUBLIC AFFAIRS OFFICER) (1650)	2
030411 SURFACE WARFARE - OCEANOGRAPHY OFFICER OPTION (1860)	2
030412 SUPPLY CORPS (3100)	3
030413 CIVIL ENGINEER CORPS (5100)	3
 SECTION 5 - GENERAL AND MEDICAL OFFICER DIRECT COMMISSION OFFICER (DCO), NAVET, AND ODS PROGRAMS (RESERVE ONLY)	
030501 CAMPUS LIAISON OFFICER (1205)	1
030502 SPECIAL WARFARE OFFICER (1135)	1
030503 SPECIAL OPERATIONS OFFICER - EOD (1145)	1

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
030504 ENGINEERING DUTY OFFICER (1465)	1
030505 AERONAUTICAL ENGINEERING DUTY OFFICER (1515)	1
030506 AVIATION MAINTENANCE DUTY OFFICER (1525)	2
030507 SPECIAL DUTY OFFICER (INFORMATION WARFARE) (1815)	2
030508 SPECIAL DUTY OFFICER (MERCHANT MARINE) (1625, 1665, 1675, 1695)	2
030509 SPECIAL DUTY OFFICER (INTELLIGENCE) (1835)	2
030510 SPECIAL DUTY OFFICER (INFORMATION PROFESSIONAL) (1825)	3
030511 SPECIAL DUTY OFFICER (PUBLIC AFFAIRS) (1655)	3
030512 SPECIAL DUTY OFFICER (OCEANOGRAPHY) (1805)	3
030513 SUPPLY CORPS (3165) & (NAVET - 3105)	3
030514 CIVIL ENGINEER CORPS (5105)	3
030515 HUMAN RESOURCES (1205)	4
030516 MEDICAL CORPS (2105)	4
030517 JUDGE ADVOCATE GENERAL CORPS (2505) - (NAVETS ONLY)	4
030518 NURSE CORPS (2905)	4
030519 MEDICAL SERVICE CORPS (2305)	4
030520 DENTAL CORPS AND GENERAL RESIDENCY (2205)	4

SECTION 6 - CHAPLAIN PROGRAMS

030601 CHAPLAIN CANDIDATE (1945)	1
030602 CHAPLAIN CORPS (ACTIVE - 4100) & (STUDENT - 41001)	1
030603 CHAPLAIN CORPS, RESERVE (4105)	1

CHAPTER 4**ACTIVE AND RESERVE OFFICER PROGRAMS PROCESSING****SECTION 1 - GENERAL INFORMATION**

040101 INTRODUCTION	1
040102 RESPONSIBILITIES	1
040103 POINTS OF CONTACT	1
040104 ADVERTISING AND CONTACTING PROSPECTS	1
040105 SUBMISSION PROCEDURES	1
040106 QUOTA AVAILABILITY	1
040107 BOARD MEMBER RECOMMENDATIONS	2
040108 DOCUMENT VERIFICATION REPRODUCTION POLICY	2
040109 WITHDRAWAL FROM PROCESSING	2
040110 GUIDANCE ON PROGRAM PREFERENCES AND SELECTIONS	2
040111 FINAL SELECTION AUTHORITY	4

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
040112 FIELD REJECTION AUTHORITY	4
040113 RECORDS MAINTENANCE	5
040114 AUTHORIZATION AND GUIDANCE ON RECORDS DESTRUCTION	6
040115 RECRUITING RESIDUAL FILE REQUIREMENTS	7
 SECTION 2 - APPLICANT TESTING	
040201 CONTROL OF TESTING MATERIAL	1
040202 AVIATION SELECTION TEST BATTERY	2
 SECTION 3 - ACTIVE / DIRECT COMMISSION / STUDENT PROGRAMS APPLICATION PREPARATION AND SUBMISSION	
040301 INTRODUCTION	1
040302 INITIAL PROCESSING	1
040303 CHECKLIST ITEMS TO REQUEST EARLY	3
040304 MEDICAL PROCESSING	4
040305 KIT SUBMISSION	5
040306 SELECTION CRITERIA	7
040307 SELECTION PROCEDURES	9
040308 RECONSIDERATION REQUESTS	12
040309 FINANCIAL INCENTIVE PROGRAMS	13
040310 NUCLEAR AND CHAPLAIN INTERVIEW	14
040311 OBTAINING RESERVE BILLET	14
 SECTION 4 - NAVY AND OTHER SERVICE VETERAN APPLICATION PREPARATION AND SUBMISSION	
040401 INTRODUCTION	1
040402 OTHER SERVICE VETERANS AND INTERSERVICE TRANSFERS	1
040403 NAVET INITIAL PROCESSING	1
040404 FINANCIAL INCENTIVES	2
040405 NAVET MEDICAL PROCESSING	2
040406 NAVET KIT SUBMISSION	3
040407 TOUCH AND GO RECRUITING	6
 SECTION 5 - NAVET APPOINTMENTS AND REAPPOINTMENTS	
040501 INTRODUCTION	1
040502 AUTHORIZATION	1
040503 ACTIVE COMPONENT NAVY OFFICERS BEING PROCESSED FOR HONORABLE SEPARATION	1

<u>TABLE OF CONTENTS</u>	
<u>ARTICLE</u>	<u>PAGE</u>
040504 FORMER OFFICER REQUESTING REAPPOINTMENT WITHIN THREE YEARS	2
040505 FORMER OFFICERS REQUESTING REAPPOINTMENT AFTER THREE YEARS	2
SECTION 6 - JAG CORPS OFFICER PROCESSING	
040601 INTRODUCTION	1
040602 JAG APPLICANT PROCESS (STUDENT PROGRAMS AND DIRECT ACCESSIONS)	1
SECTION 7 - RECALL TO ACTIVE DUTY APPLICATION PREPARATION AND SUBMISSION	
040701 INTRODUCTION	1
040702 AUTHORIZATION	1
040703 RECALL PROCESSING PROCEDURES	1
040704 RECALL TO ACTIVE DUTY (MEDICAL AND CHAPLAIN)	1
040705 PHYSICAL STANDARDS	2
040706 DESIGNATOR CHANGE	2
040707 CALL TO ACTIVE DUTY	3
040708 AUGMENTATION	3
040709 SELECTION	3
040710 POINTS OF CONTACT	3
SECTION 8 - NASIS, JPAS AND SCROLL PROCESSES	
040801 INTRODUCTION	1
040802 NASIS PROCESS FOR OFFICER APPLICANTS	1
040803 KEY ISSUES WITH NASIS PROCESSING OF OFFICER APPLICANTS	2
040804 PROCESS OF JPAS VERIFICATION	4
040805 SCROLL PROCESS	5
SECTION 9 - ENLISTMENT/COMMISSIONING OF OFFICER CANDIDATES	
040901 INTRODUCTION	1
040902 PREPARATION FOR ENLISTMENT/COMMISSIONING	1
040903 BRIEFING AT TIME OF ENLISTMENT/COMMISSIONING	4
040904 EXECUTING ENLISTMENT	6

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
040905 EXECUTING THE COMMISSION	6
040906 DISQUALIFICATION AFTER ENLISTMENT (PHYSICAL OR EDUCATIONAL)	7
040907 DISTRIBUTION OF ENLISTMENT DOCUMENTS	8
040908 DISTRIBUTION OF COMMISSIONING DOCUMENTS	9
040909 COURTESY/ SUPERSEDING APPOINTMENTS	10
040910 DEFENSE ELIGIBILITY ENROLLMENT REPORTING SYSTEM (DEERS) AND THE MILITARY IDENTIFICATION CARD	10
 SECTION 10 - ORDERS	
041001 GENERAL GUIDELINES	1
041002 COLLEGIATE ORDERS	1
041003 PLACE OF DEPARTURE FOR ORDERS	2
041004 DEPENDENT TRAVEL	2
041005 SHIPMENT OF HOUSEHOLD GOODS	2
041006 REPORTING WINDOWS	2
041007 VIP ORDERS	3
 SECTION 11 - DISCHARGE OF OFFICER CANDIDATES	
041101 INACTIVE DUTY OFFICER CANDIDATES AWAITING OFFICER CANDIDATE SCHOOL	1
041102 ACTIVE DUTY OFFICER CANDIDATES ACCEPTING A COMMISSION	1
041103 ACTIVE DUTY OFFICER CANDIDATES	1
041104 INJURY OR DEATH	2
041105 DISCHARGE PHYSICAL FOR ACTIVE DUTY DISCHARGED FOR NONPERFORMANCE	2
 SECTION 12 - RESERVE AFFILIATION	
041201 RESERVE OFFICER ACCESSION BRANCH (PERS-911)	1
041202 DRILLING ELIGIBILITY/STATUS	2
041203 KEY EMPLOYEES	2
041204 NAVY ACTIVE DUTY DELAY FOR SPECIALIST PHYSICIAN PROGRAM (NADDS)	3
041205 MEDICAL/DENTAL STUDENTS	3
 SECTION 13 - OFFICER TRAINING SCHOOL INFORMATION	
041301 CONTACTING SCHOOLS	1
041302 OFFICER CANDIDATE SCHOOL	1
041303 OFFICER DEVELOPMENT SCHOOL	1

TABLE OF CONTENTS**ARTICLE** **PAGE**

041304 DIRECT COMMISSIONED OFFICER INDOCTRINATION COURSES	2
041305 NAVAL CHAPLAIN SCHOOL	2

CHAPTER 5**OFFICER RECRUITING PRODUCTION AND MANAGEMENT SYSTEM (ORPMS)****SECTION 1 - GENERAL**

050101 BACKGROUND	1
050102 PURPOSE	1
050103 REPORTS	3
050104 GOAL ASSIGNMENTS AND APPOINTMENTS	3

**SECTION 2 - OFFICER PRODUCTION ANALYSIS TRAINING AND EVALUATION
(OPATE)**

050201 SECTION I - PROSPECTING/PROCESSING GENERATED	1
---	---

SECTION 3 - OFFICER PRODUCTION REVIEWS

050301 GENERAL	1
050302 WEEKLY PRODUCTION REVIEW (PR) FROM NORS COMMANDER TO RECRUITER	1
050303 OACR TO NORS COMMANDER	2

**SECTION 4 - OFFICER STATION MARKET ANALYSIS AND REVIEW
TECHNIQUE**

050401 GENERAL	1
----------------	---

**SECTION 5 - MARKET ANALYSIS - RESERVE COMPONENT (TARGETING
THE MARKET)**

050501 INTRODUCTION	1
050502 MARKETING ENVIRONMENT	1
050503 MARKETING DEFINITIONS	1
050504 TARGETING THE MARKET FOR EACH NAVY RESERVE PROGRAM	1
050505 IDENTIFY MARKET AND INFORMATION SOURCE	2
050506 MARKET SOURCE POTENTIAL	2
050507 TERRITORY ANALYSIS	2
050508 MARKET ANALYSIS	3

<u>ARTICLE</u>	<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
CHAPTER 6		
MARKETING OPERATION PLAN		
SECTION 1 - MARKETING OPERATIONS PLAN (MOP) - GUIDELINES		
060101	PURPOSE	1
060102	BACKGROUND	2
060103	ACTION	2
060104	INTRODUCTION	3
060105	RESPONSIBILITIES	4
060106	PARTNERING RESPONSIBILITIES	5
060107	TRAINING	6
SECTION 2 - MARKETING		
060201	INTRODUCTION	1
060202	MARKETING ENVIRONMENT	3
SECTION 3 - ENGINEERING OFFICER PROGRAMS		
060301	MARKETING DEFINITION	1
060302	PRODUCTION	1
060303	STRENGTHS AND WEAKNESSES	1
060304	COLLEGES/UNIVERSITIES	2
SECTION 4 - GENERAL OFFICER PROGRAMS		
060401	MARKETING DEFINITION	1
060402	PRODUCTION	1
060403	STRENGTHS AND WEAKNESSES	1
060404	COLLEGES/UNIVERSITIES	2
SECTION 5 - MEDICAL OFFICER PROGRAMS		
060501	MARKETING DEFINITION	1
060502	PRODUCTION	1
060503	STRENGTHS AND WEAKNESSES	1
060504	COLLEGES/UNIVERSITIES	2

<u>ARTICLE</u>	<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
CHAPTER 7		
FORMS AND DOCUMENTS		
SECTION 1 - INTRODUCTION		
070101	CONTENTS OF CHAPTER	1
070102	FORM CHANGES, ADOPTION AND CANCELLATION PROCESS	1
070103	FILLABLE FORM SAVE RESTRICTION	2
070104	APPLICATION PROCESSING AND SUMMARY RECORD CHECKLIST (REV 10/07)	2
070105	MAXIMUM AGE STATEMENT OF UNDERSTANDING	2
070106	GPA CALCULATION WORKSHEET	2
070107	CONTINGENT RESIGNATION LETTER	2
070108	REQUESTING COPIES OF MILITARY PERSONNEL RECORDS	2
SECTION 2 - FORMS		
070201	EVIDENCE OF CITIZENSHIP (NAVCUIT 1100/25)	1
070202	HOLD HARMLESS AGREEMENT AND RELEASE FROM LIABILITY CERTIFICATE (NAVCUIT 1100/27)	1
070203	APPLICATION PROCESSING AND SUMMARY RECORD (NAVCUIT 1131/238)	1
070204	ACADEMIC DEGREE COMPLETION PLAN (NAVCUIT 1131/4)	1
070205	ADMINISTRATIVE REMARKS (NAVPERS 1070/613)	1
070206	APPLICATION FOR RECALL TO EXTENDED ACTIVE DUTY (NAVPERS 1331/5)	2
070207	DEPARTMENT OF THE NAVY FAMILY CARE PLAN CERTIFICATE (NAVPERS 1740/6)/ FAMILY CARE PLAN ARRANGEMENTS (NAVPERS 1740/7)	2
070208	ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)	2
070209	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214) AND REPORT OF SEPARATION AND RECORD OF SERVICE (NGB-22)	6
070210	REQUEST FOR CONDITIONAL RELEASE (DD FORM 368)	6
070211	POLICE RECORD CHECKS (PRCs) (DD FORM 369)	10
070212	REFERENCES - REQUEST FOR REFERENCE (DD FORM 370)	11
070213	STATE OF LEGAL RESIDENCE (DD FORM 2058)	12
070214	REPORT OF MEDICAL EXAMINATION (DD FORM 2808), AND REPORT OF MEDICAL HISTORY (DD FORM 2807-1)	12
070215	MEDICAL PRESSCREEN OF MEDICAL HISTORY REPORT (DD FORM 2807-2)	13
070216	RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES (DD FORM 1966)	13

<u>TABLE OF CONTENTS</u>	
<u>ARTICLE</u>	<u>PAGE</u>
070217 SECURITY INVESTIGATION	13
070218 FINGERPRINTS (FD FORM 258)	13
070219 QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (SF-86)	13
SECTION 3 - NUCLEAR FORMS	
070301 INTRODUCTION	1
070302 NUCLEAR PROPULSION OFFICER CANDIDATE LETTER OF INTENT TO ENLIST	1
070303 NUCLEAR PROPULSION PROGRAM PRE-SERVICE DRUG ABUSE STATEMENT (NAVCRUIT 1131/8)	1
SECTION 4 - CHAPLAIN FORMS	
070401 INTRODUCTION	1
070402 DOCUMENTATION OF REQUEST FOR ECCLESIASTICAL ENDORSEMENT APPROVAL (DD FORM 2088)/ DOCUMENTATION OF REQUEST FOR ECCLESIASTICAL ENDORSEMENT (NAVCRUIT 1131/10)	1
SECTION 5 - MEDICAL CREDENTIALING	
070501 INTRODUCTION	1
070502 NAVY MEDICINE SUPPORT COMMAND (NMSC) JACKSONVILLE CREDENTIALING PACKAGE	1
CHAPTER 8	
OFFICER DELAYED ENTRY PROGRAM (DEP) MANAGEMENT	
SECTION 1 - OVERVIEW/ADMINISTRATION	
080101 INTRODUCTION	1
080102 MANAGEMENT OF ACTIVE DUTY COLLEGIATES	1
080103 MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR) COLLEGIATES	2
080104 CHAPLAIN STUDENT MANAGEMENT	4
080105 MANAGEMENT OF INACTIVE READY RESERVE (IRR) OFFICER CANDIDATES (NON-COLLEGIATES) (OCS/ODS)	5
080106 DEP AUDITS	8

<u>TABLE OF CONTENTS</u>	
<u>ARTICLE</u>	<u>PAGE</u>
080107 DEP TURNOVER	9
080108 ATTRITION ANALYSIS	9
080109 ACTIVE DUTY COLLEGIATE TRANSFER	9
080110 CHANGE IN PERSONAL/LEGAL/OTHER STATUS	10
080111 ORDERS	10
080112 REQUIREMENTS PRIOR TO COLLEGIATE TRANSFER TO OCS/ODS	11
080113 URINALYSIS	12
080114 SERIOUS ILLNESS/DEATH OF AN ACTIVE DUTY COLLEGIATE	13
SECTION 2 - COLLEGIATE MANAGEMENT AND REPORTING	
080201 COLLEGIATE MANAGEMENT	1
080202 COLLEGIATE MANAGEMENT REPORTS (CMR) (REPORT CONTROL SYMBOLS NAVCRUIT 1131-1 AND 1131-7)	2
080203 ADVERSE COLLEGIATE MANAGEMENT REPORTS	3
SECTION 3 - ACADEMICS	
080301 COLLEGIATE ACADEMIC RESPONSIBILITIES	1
080302 NAVCRUITDIST RESPONSIBILITIES	1
080303 ACADEMIC DISENROLLMENT	2
080304 PROGRAM ACADEMIC REQUIREMENTS	3
SECTION 4 - MEDICAL/PHYSICAL	
080401 MEDICAL/PHYSICAL RESPONSIBILITIES/REQUIREMENTS	1
080402 CHANGE IN PHYSICAL STATUS	1
SECTION 5 - PHYSICAL READINESS	
080501 PHYSICAL FITNESS	1
080502 OCS PHYSICAL READINESS	2
SECTION 6 - ADVANCEMENT	
080601 NUPOC ADVANCEMENT	1
080602 BDCP ADVANCEMENT	1
080603 CEC ADVANCEMENT	2
080604 HSCP ADVANCEMENT	2
SECTION 7 - COLLEGIATE LEAVE AND LIBERTY	
080701 LEAVE AND LIBERTY	1

<u>ARTICLE</u>	<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
CHAPTER 9		
COLLEGIATE MANAGEMENT HANDOUT		
SECTION 1 - OVERVIEW/ADMINISTRATION		
090101	INTRODUCTION	1
090102	MANAGEMENT OF ACTIVE DUTY COLLEGIATES	1
090103	MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR) COLLEGIATES	2
090104	CHAPLAIN STUDENT MANAGEMENT	3
090105	CHANGE IN STATUS	3
090106	ORDERS	4
090107	URINALYSIS	4
SECTION 2 - ACADEMICS		
090201	COLLEGIATE ACADEMIC RESPONSIBILITIES	1
090202	PROGRAM ACADEMIC REQUIREMENTS	1
090203	ACADEMIC DISENROLLMENT	1
SECTION 3 - PHYSICAL FITNESS		
090301	PHYSICAL FITNESS	1
090302	OCS/ODS PHYSICAL READINESS	2
SECTION 4 - ADVANCEMENT (PROMOTION)		
090401	NUPOC ADVANCEMENT	1
090402	BDCP ADVANCEMENT	1
090403	CEC ADVANCEMENT	1
090404	HSCP ADVANCEMENT	2
SECTION 5 - COLLEGIATE LEAVE AND LIBERTY		
090501	LEAVE AND LIBERTY	1

<u>EXHIBIT</u>	<u>LIST OF EXHIBITS</u>	<u>PAGE</u>
CHAPTER 1		
OFFICER RECRUITING LEADERSHIP AND MANAGEMENT		
SECTION 1 - CHANGES TO COMNAVCRUITCOMINST 1131.2 AND DISTRIBUTION		
010101	RECOMMENDED CHANGE SUBMISSION DOCUMENT	3
SECTION 2 - PUNITIVE APPLICATIONS OF COMNAVCRUITCOMINST 1131.2		
010201	ERRONEOUS/FRAUDULENT ENLISTMENT/COMMISSION RECRUITER LETTER	3
010202	SAMPLE ERRONEOUS/FRAUDULENT ACCESSION ENDORSEMENT FROM NAVCRUITDIST	4
SECTION 8 - MODES OF PROSPECTING		
010801	PSS PHONE SCRIPT	9
CHAPTER 2		
BASIC ELIGIBILITY REQUIREMENTS		
SECTION 1 - GENERAL		
020101	OFFICER CANDIDATE SCHOOL (OCS)/OFFICER DEVELOPMENT SCHOOL (ODS) THIRD CLASS SWIM TEST	9
020102	OFFICER CANDIDATE NON-COMPETITIVE LETTER	10
SECTION 7 - PHYSICAL REQUIREMENTS		
020701	TATTOO/BODY ART/BODY MUTILATION/BODY MARKING WARNING	6
SECTION 8 - MEDICAL DOCUMENTATION/PHYSICAL EXAMINATIONS		
020801	WEIGHT AND HEIGHT SCREENING TABLE	19
SECTION 9 - DRUG AND ALCOHOL SCREENING REQUIREMENT		
020901	ELIGIBILITY AND WAIVER CHART FOR OFFICER APPLICANTS WITH DRUG ABUSE AND/OR DRUG RELATED OFFENSES	8

<u>EXHIBIT</u>	<u>LIST OF EXHIBITS</u>	<u>PAGE</u>
SECTION 10 - LEGAL/CONDUCT REQUIREMENT		
021001	MANDATORY DETERMINATIONS MATRIX	12
021002	ELIGIBILITY AND WAIVER CHART FOR OFFICER APPLICANTS WITH CIVIL/CONDUCT OFFENSES	13
021003	UNIFORM GUIDE LIST FOR TYPICAL OFFENSES	16
SECTION 11 - WAIVERS		
021101	REENLISTMENT CODE (RE-CODE) CHART	9
CHAPTER 4		
ACTIVE AND RESERVE OFFICER PROGRAMS PROCESSING		
SECTION 1 - GENERAL INFORMATION		
040101	APPLICANT DESIGNATOR CHANGE REQUEST	8
040102	FIELD REJECTION LETTER (MANDATORY USE - NO ADJUSTMENTS AUTHORIZED)	9
SECTION 2 - APPLICANT TESTING		
040201	TEST CONTROL OFFICER (TCO) DESIGNATION LETTER	8
040202	OFFICER PROGRAMS TEST ADMINISTRATOR DESIGNATION LETTER	9
040203	AVIATION SELECTION TEST BATTERY MATERIAL SUB-CUSTODY LETTER	10
SECTION 9 - ENLISTMENT/COMMISSIONING OF OFFICER CANDIDATES		
040901	ENLISTMENT PAYGRADE DETERMINATION	12
040902	COLLEGIATE STATUS/AIR TRANSPORTATION/BAH AND BAS ELIGIBILITY LETTER	13

<u>EXHIBIT</u>	<u>LIST OF EXHIBITS</u>	<u>PAGE</u>
	CHAPTER 5	
	OFFICER RECRUITING PRODUCTION AND MANAGEMENT SYSTEM (ORPMS)	
	SECTION 2 - OFFICER PRODUCTION ANALYSIS TRAINING AND EVALUATION (OPATE)	
050201	ANNUAL OFFICER PROGRAMS GOALING LETTER	2
050202	OFFICER RECRUITER WEEKLY PRODUCTION PLANNER	4
050203	NAVY RECRUITING STATION (NRS) QUARTERLY STATION VISIT CHECKLIST	5
	SECTION 4 - OFFICER STATION MARKET ANALYSIS AND REVIEW TECHNIQUE	
050401	RECRUITER TERRITORY BREAKDOWN	12
	CHAPTER 6	
	MARKETING OPERATION PLAN	
	SECTION 2 - MARKETING	
060201	EXAMPLE OF A MARKETING OPERATIONS PLAN (TO BE USED AS A GUIDE FOR OFFICER PROGRAMS)	6
060202	PRODUCTION TREND TABLES	11
060203	PRODUCTION REQUIRED BY PROGRAM TABLE	12
	CHAPTER 8	
	COLLEGIATE MANAGEMENT	
	SECTION 6 - ADVANCEMENT	
080601	MERITORIOUS ADVANCEMENT FOR REFERRAL LETTER	4
080602	MERITORIOUS ADVANCEMENT FOR ACADEMIC EXCELLENCE LETTER	5

<u>EXHIBIT</u>	<u>LIST OF EXHIBITS</u>	<u>PAGE</u>
APPENDIX A	OTOOLS USER MANUAL	A-1
APPENDIX B	ACRONYMS	B-1
APPENDIX C	WEBSITES	C-1

